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| **Reference Number:**  001/2022 | **Title of Post:**  #YOUMATTER PROJECT ADMINISTRATOR | **Location of Post:**  Ballymena Office |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Previous Surnames: |
| First Names (in full): |  |
| E-mail Address:    NI Number: | Telephone No (including std code):    Mobile Telephone No: |

**ELIGIBILITY TO WORK IN THE UK**

Do you require a permit to work in the EU? Yes  No

If yes, please give details

##### EMPLOYMENT

**PRESENT OR MOST RECENT POST Please complete the section below starting with your current or most recent employer. Please complete in full and give reasons for any gaps in employment in the Additional Employment Information section.**

|  |  |
| --- | --- |
| Employer Name:    Employer Address: | Date employment commenced  Date Left (if applicable)    Salary |
| Job Title |
| Notice Period |
| Reason for leaving. | |
| Additional Employment Information: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREVIOUS POSITIONS All previous employment must be accounted for in your application. | | | | | |
| Employer name | Position held | Duties and responsibilities | From | To | Reason for Leaving |
| DD/MM/YY | DD/MM/YY |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**DEMONSTRATING YOUR ESSENTIAL EXPERIENCE**

**The following sections ask you to outline how you meet the essential experience and desirable criteria specified in the Personnel Specification. Applicants must clearly demonstrate experience giving examples and provide full details of any relevant qualifications with the grade/level obtained. If you fail to deal with each experience criterion in the personnel specification the selection panel will find it difficult to assess your application form and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills, knowledge and experience you may have gained.**

**Essential Criteria**

**Education/Qualifications: Please indicate clearly how your qualifications meet the requirements of this role.**

**Desirable Crieria**

**Essential Criteria**

**Experience:** Please provide detailed information demonstrating how you meet this criterion (750 words maximum).

**Desirable Criteria:**

**Essential Criteria**

**Interpersonal Skills:** Please provide detailed information demonstrating how you meet this criterion (400 words maximum).

**Desirable Criteria**

**References:** Please provide the names of two people whom we can contact for a reference (one of whom should be your current or previous employer). Your referees must not be related to you and will not be contacted without your permission.

**Name**

Address

Job Title

Relationship

Contact Phone Number

Email address:

**Name**

Address

Job Title

Relationship

Contact Phone Number

Email address:

**Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions Order 1979)**

As the organisation delivers services to vulnerable people we have a duty to protect the people we work with, therefore all paid and unpaid roles are exempt from the Rehabilitation of Offenders (Northern Ireland) Order 1978. All convictions both spent and unspent must be disclosed.

A criminal record does not necessarily deny people the chance to work with Turning Point NI. We will carefully consider each individual and to what extent each conviction may pose risks to the service users.

Turning Point NI has a full policy statement on both the recruitment of ex-offenders and the secure handling, use, storage and retention of disclosure information both of which can be made available on request.

Have you ever been convicted, either as an adult or a juvenile, of a criminal offence, cautioned, reprimanded, bound over to keep the peace or received a final warning by the police, or do you have any court cases pending?

Please answer

Yes ☐ No ☐

If your answer is Yes please provide details below:

Date of Offence Nature of Offence Sentence or details of Police/Court Sanction

Is there any reason why you cannot work in regulated activity?

Please answer

Yes ☐ No ☐

If your answer is Yes please provide details below:

|  |
| --- |
|  |

**DECLARATION**

Due to the nature of the work for which you are applying, this post is exempt from the provisions of The Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) (NI) Order 1979. Applicants are therefore not entitled to withhold information about ‘convictions’ (or otherwise) which for other purposes are ‘spent’ under the above provisions. Failure to disclose such convictions (or otherwise) could result in dismissal or disciplinary action. All information is completely confidential. Please note that all offers of employment are subject to satisfactory Police Checks under the order of ACCESS NI.

Please be assured that a criminal record will not necessarily be a bar to obtaining a position with our Organisation, and the disclosure information will not be used unfairly.

I declare that all the above information in this application is true to the best of my knowledge. I understand that deliberate falsification of factual information may lead to an offer of employment being withdrawn or dismissal at any stage. I declare that I am physically and mentally fit for work.

I give consent for an ACCESS NI check and agree to complete a questionnaire if offered employment

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE TO APPLICANTS:**

|  |
| --- |
| * **Turning Point NI does not accept posted application forms at this time.** * **Application forms must be completed in full.** * **CV’s will not be accepted.** * **Application forms received after the deadline date and time will not be accepted.** * **Please return the Equal Opportunities Monitoring Form with your application.** |

**Completed application forms should be returned by the closing date to:**

62 Mill Street Ballymena BT43 5AF or [info@turningpointni.co.uk](mailto:info@turningpointni.co.uk)